

# **Fiscal Year 2013 Annual Audit Plan**



*Presented by*  
***City Auditor's Office***

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## **Introduction**

The purpose of the Proposed Fiscal Year 2013 Annual Audit Plan is to outline audits and other activities the City Auditor's Office proposes to conduct during the fiscal year. The Plan is developed to satisfy applicable auditing standards and responsibilities established by Section 2.05 H.1. of City Ordinance 05-078, as amended. The Plan is a working document in that the City Auditor may make changes to the Plan, as deemed necessary in professional judgment, to reflect changing risks. However, the City Council will be notified of any significant additions, deletions, or other changes.

Audits included in the Proposed Fiscal Year 2013 Annual Audit Plan were primarily identified through our risk assessment. The Audit Plan includes audits related to internal controls and reporting; compliance with laws, policies and regulations; economic and efficient use of resources; and follow-up. The Proposed Fiscal Year 2013 Annual Audit Plan also takes into account the opportunity for risk of fraud, waste and abuse.

Planned audits for Fiscal Year 2013 are listed on the following pages. While general audit objectives are included in the Plan, specific audit objectives will be determined once staff has completed preliminary surveys related to each audit. During the preliminary surveys, staff will establish familiarity with the department and/or function by conducting background interviews and research. At that time, potential issues will be identified and the specific audit objectives and methodology will be developed.

Audits included in the Proposed Fiscal Year 2013 Annual Audit Plan are based on estimated available audit staff hours, staff expertise and include a total of 400 unassigned hours that have been set aside to perform special audits, investigations, and/or projects as directed by the Mayor and City Council. The Proposed Annual Audit Plan also takes into account audits that were started, but not completed, during Fiscal Year 2012.

## **Audits**

### ***Fleet Utilization and Replacement***

To evaluate the effectiveness and efficiency of City vehicle utilization and replacements

### ***Information Technology***

To evaluate the effectiveness and efficiency of information technology operations and processes

### ***Outsourced Contracts***

To evaluate the process by which actual performance of outsourced contracts is measured and reported in relation to the City's accounts payable and health inspection functions

### ***Professional Service Contracts***

To determine whether professional service contracts, not requiring City Council approval, are awarded in accordance with State law and City policy

### ***Social Media***

To evaluate the adequacy of internal controls and security related to the City's social media outlets and to evaluate the effectiveness in promoting the City's brand

### ***Ventana Grille***

To evaluate the effectiveness of restaurant operations

### ***Water Meter Reading Process***

To determine whether automated water meter readers have increased meter-reading efficiency and to ensure accurate reporting

### ***External Audit Assistance***

To assist the external auditor with the annual audit for the fiscal year ended September 30, 2012

### ***Special Assignments***

To conduct investigations and/or audits requested by the Mayor and City Council

### ***Follow-Up Audits***

To assess the implementation status of prior internal audit recommendations